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A GUIDE TO TRAINING AND EMPLOYMENT PROGRAMS FOR INDIVIDUALS

Alberta
CAREER DEVELOPMENT
AND EMPLOYMENT

SOLUTIONS
AT WORK

ALBERTA CAREER DEVELOPMENT AND EMPLOYMENT OFFERS A WIDE ARRAY OF PROGRAMS AND SERVICES TO HELP INDIVIDUAL ALBERTANS OBTAIN MEANINGFUL EMPLOYMENT.

IT PROVIDES:

* career counselling and information
* assistance for training
* referral to other training programs and employment opportunities
* financial assistance to employers who offer work experience and training opportunities
* provincial and national certification through apprenticeship and trades training

FUNDED PROGRAMS

ALBERTA APPRENTICESHIP AND TRADE CERTIFICATION
YOUTH EMPLOYMENT SERVICES CENTRE
CAREER DEVELOPMENT CENTRES
INFORMATION AND SERVICES

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INFORMATION AND SERVICES

LABOUR MARKET INFORMATION CENTRE

Provides information on career planning, occupations, labour market trends, job search and training.

IMMIGRATION AND SETTLEMENT PROGRAMS AND SERVICES

The immigration and settlement branch advises the Alberta government on immigration and settlement matters affecting Alberta, and co-ordinates the province's immigration and settlement activities including business immigration investment and assistance to help newcomers from other countries adjust to life in Alberta. The branch administers the Business Immigration Program, the Settlement Program, and the English as a Second Language Secretariat.

CAREER INFORMATION HOTLINE

A toll-free phone number for information on career planning, occupations, training, education, employment programs and educational funding.

Dial 0 and ask for Zenith 22140 or in Edmonton call 422-4266.

HIRE-A-STUDENT

A program involving government, communities and business which assists students in obtaining summer employment.

CAREER DEVELOPMENT CENTRES

Ardmore
Career Development and
Employment Building
Box 8115
Bonnyville
T9N 2J4
Telephone: 826-6408

Bonnyville
101 Administration Building
5008 - 50 Avenue
T9N 2J4
Telephone: 826-4175

Calgary
7th Floor, Century Park Place
855 - 8th Avenue S.W.
T2P 3P1
Telephone: 297-6457

Calling Lake
General Delivery
T0G 0K0
Telephone: 331-3911

Camrose
Cooperative Building
5007 - 49 Street
T4V 1N5
Telephone: 679-1275

Drayton Valley (Satellite Office)
Room 150, Provincial Building
T0E 0M0
Telephone: 542-6993

Edmonton
One-Twelve Professional Building
10050 - 112th Street
T5K 2R4
Telephone: 427-3722

Fort Chipewyan
Fort Chipewyan Multi Plex Building
P.O. Box 37
T0A 1G0
Telephone: 697-3925

Fort McMurray
7th Floor, West Tower
Jubilee Centre
9915 Franklin Avenue
T9H 2K4
Telephone: 743-7194

Fort Vermilion
Career Development and
Employment Building
P.O. Box 340
T0H 1N0
Telephone: 927-3777

Grande Prairie
1201 Provincial Building
10320 - 99 Street
T8V 6J4
Telephone: 538-5348

High Level
P.O. Box 452
10603 - 93 Street
T0H 1Z0
Telephone: 926-2661

High Prairie
Brost Building
P.O. Box 1146
T0G 1E0
Telephone: 523-6630

Hinton
Yellowhead Building
425 Gregg Avenue
T7V 1N1
Telephone: 865-8293

Janvier
Career Development and
Employment Building
Box 5667
Ft. McMurray
T9H 3G6
Telephone: 559-2222

Lac La Biche
Career Development and
Employment Building
Box 1802
T0A 2C0
Telephone: 623-5338

Lethbridge
402 Professional Building
740 - 4 Avenue South
T1J 0N9
Telephone: 381-5419

Lloydminster
5704 - 44 Street
T9V 0M3
Telephone: 871-6480

Medicine Hat
208 Provincial Building
770 - 6 Street S.W.
T1A 4J6
Telephone: 529-3580

Peace River
9603 - 90 Avenue
T8S 1T4
Telephone: 624-6352

Pincher Creek
Box 2138
226 Provincial Building
782 Main Street
T0K 1W0
Telephone: 627-3922

Red Deer
2nd Floor
Provincial Building
4920 - 51 Street
T4N 6K8
Telephone: 340-5151

Rocky Mountain House
Career Development and
Employment Building
Opportunity Corps.
P.O. Box 1180
T0M 1T0
Telephone: 845-8303

Slave Lake
P.O. Box 825
Lakeland Centre
T0G 2A0
Telephone: 849-7220

St. Paul
#100 Melenchuk's Mall
5009 - 50 Avenue
T0A 3A0
Telephone: 645-6383

Trout Lake
Career Development and
Employment Building
General Delivery
T0G 2H0
Telephone: 869-3991

Vermilion
Main Floor, Provincial Building
Box 268
4701 - 52 Street
T0B 4M0
Telephone: 853-8150

Wabasca
General Delivery
T0G 2K0
Telephone: 891-3930

Wetaskiwin (Satellite Office)
Provincial Building
5201- 50 Avenue
T9A 0S7
Telephone: 352-1357

Whitecourt
244 Provincial Building
5020 - 52 Avenue
T0E 2L0
Telephone: 778-7132

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YOUTH EMPLOYMENT SERVICES CENTRE

... a service for young adults (15-24 years) and employers.

The Youth Employment Services Centre increases youth employment through effective counselling, placement, and the application of federal and provincial employment and training programs.

WHO MAY PARTICIPATE?

Any youth who is:

- looking for full-time employment
- making a career decision
- considering further education or training.

Any employer who wants to:

- advertise a job opening
- access any wage subsidy or training program.

WHAT SERVICES ARE AVAILABLE TO YOUTH?

Workshops are offered on career planning, job search techniques and returning to school. Counsellors are available to assist youth individually. Federal and provincial training programs are used to help youth in job search or training goals. Youth are referred to employers who wish to hire new employees.

WHAT SERVICES ARE AVAILABLE TO EMPLOYERS?

Staff will visit employers to provide more information on any employment program. Job openings are posted and qualified youth are referred to those employers.

FOR MORE INFORMATION

Call or visit any one of the following centres:

Youth Employment Services Centre
9640 - 103A Avenue
Edmonton, Alberta
Telephone: 428-8161

Youth Employment Centre
#201, 315 - 10th Avenue S.E.
Calgary, Alberta
Telephone: 268-2490

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ALBERTA APPRENTICESHIP AND TRADE CERTIFICATION

... helping Albertans develop certifiable trade skills.

WHAT IS APPRENTICESHIP?

Apprenticeship is a learning-while-earning training system of two to four years in length (depending upon the trade) leading to journeyman certification in a trade. Training includes both on-the-job and classroom components. Apprenticeship is also a partnership requiring both the employee (apprentice) and employer to meet stipulations set out in the Contract of Apprenticeship.

This training and trade certification system is administered by Apprenticeship and Trade Certification, Alberta Department of Career Development and Employment. Apprenticeship and Trade Certification programs originate from industry and also require continuing involvement and consultation with technical institutes, agencies and other levels of government.

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WHAT BENEFITS ARE THERE TO BECOMING AN APPRENTICE?

Apprenticeship is an in-service training arrangement which offers its participants a chance to earn while they learn, according to a pay scale which increases with development of skills and increased knowledge related to their trade. Depending upon the trade and period of apprenticeship, an apprentice can earn between 45 and 90 per cent of the current journeyman's rate of pay.

An apprentice is also assured of up-to-date training in both the technical and practical aspects of his/her chosen trade through the period of apprenticeship and beyond. The opportunity to enhance skills and knowledge in relation to technological advances in the trades is also available to journeymen through the Journeymen Updating program.

HOW MUCH TRAINING IS THERE?

Apprentices are given the opportunity to work, gain experience and develop skills in their trade under the ongoing supervision of a qualified tradesperson. Apprentices are also required to attend from three to 12 weeks (depending on the trade and period of apprenticeship) of in-school technical training at various post-secondary institutions across Alberta during each period of apprenticeship. Apprenticeship programs for all trades generally require three to four years to complete.

Some income support is available to apprentices from the federal government through U.I.C. benefits or training allowances while attending required technical training courses.

Training programs that articulate with several of the apprenticeship trades are available in Alberta high schools, colleges and technical institutes. While these courses and programs are not part of the apprenticeship system, those that are approved and accredited by Apprenticeship and Trade Certification allow for time and/or technical training credits towards an apprenticeship program upon successful completion and then finding employment as an apprentice.

HOW DOES ONE BECOME CERTIFIED AS A JOURNEYMAN?

In Alberta there are two types of designated trades — Proficiency Trades and Qualification Trades. Successful completion of the term of apprenticeship entitles an individual to an Alberta Completion of Apprenticeship Certificate and a Proficiency or Qualification Certificate depending upon his/her trade.

To progress from one period of apprenticeship to the next, apprentices are required to attend technical training and pass both the school and apprenticeship exams, and receive an acceptable mark in the course. Apprentices must also have the required number of hours of on-the-job work experience and receive a satisfactory progress report from their employer.

In certain trades it is also possible for the graduate apprentice to qualify for an Interprovincial Red Seal which is affixed to both the Completion of Apprenticeship and Journeyman Certificates. The Interprovincial Red Seal entitles the holder to work in any province which participates in the program without having to re-qualify for certification by examination.

HOW DOES ONE BECOME EMPLOYED AS AN APPRENTICE?

To become an apprentice an individual must be at least 16 years of age and meet the minimum education requirements of the trade. However, for most trades, having a Grade 12 standing could significantly increase an individual's chance of being hired and indentured as an apprentice.

It is the individual's responsibility to find a suitable employer willing and able to hire and indenture him/her as an apprentice. A contract of apprenticeship could then be signed between that individual and the employer through Alberta Career Development and Employment.

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DESIGNATED TRADES, ALBERTA, 1989

PROFICIENCY TRADES

AUTOBODY MECHANIC	*
BARBER	
BEAUTICIAN	*
CRANE/HOIST EQUIP. OPP.	
ELECTRICIAN	*
ELECTRONICS TECH.	*
ELEVATOR CONSTRUCTOR	
GASFITTER	
HEAVY DUTY MECHANIC	*
MOTOR MECHANIC	*
MOTORCYCLE MECHANIC	
PLUMBER	*
RECREATION VEHICLE MECHANIC	
REFRIGERATION MECHANIC	*
SHEET METAL WORKER	*
STEAMFITTER/PIPEFITTER	*
WELDER	*

QUALIFICATION TRADES

AGRICULTURAL MECHANIC	
APPLIANCE SERVICEMAN	
BAKER	
BOILERMAKER	*
BRICKLAYER	*
CABINETMAKER	
CARPENTER	*
CEMENT FINISHER	
COMMUNICATIONS ELECTRICIAN	
COOK	*
ELECTRICAL REWIND MECHANIC	
FLOORCOVERING MECHANIC	
GLASSWORKER	*
INSTRUMENT MECHANIC	*
INSULATOR	
IRONWORKER	
LANDSCAPE GARDENER	
LATHER/INTERIOR SYS. MECHANIC	
MACHINIST	*
MILLWRIGHT	*
PAINTER/DECORATOR	*
PARTSMAN	
PLASTERER	
PROJECTIONIST	
POWER LINEMAN	*
POWER SYSTEM ELECTRICIAN	
PRINT/GRAPHICS ARTS	
CRAFTSMAN	
ROOFER	*
SAWFILER	
SPRINKLER SYSTEMS INSTALL.	*
STEEL FABRICATOR	
TILESETTER	
TOOL AND DIE MAKER	
TRANSPORT REFRIG. MECHANIC	
WATER WELL DRILLER	

*Interprovincial Red Seal Trade

FOR MORE INFORMATION:

Contact an apprenticeship consultant at your nearest Career Development Centre and/or a Program Development Officer, Apprenticeship and Trade Certification, Program Development Branch, Edmonton.

FUNDED PROGRAMS

ALBERTA TRAINING PROGRAM

POST-SECONDARY INTERNSHIP AND TRAINING PROGRAM

ALBERTA VOCATIONAL TRAINING PROGRAM (AVT)

VOCATIONAL REHABILITATION FOR DISABLED PERSONS (VRDP)

ALBERTA YOUTH EMPLOYMENT AND TRAINING PROGRAM (AYETP)

EMPLOYMENT ALTERNATIVES PROGRAM

INTERNATIONAL MARKETING EMPLOYMENT PROGRAM

SPECIAL PLACEMENT WORK EXPERIENCE PROGRAM

EMPLOYMENT SKILLS PROGRAM

QUEBEC/ALBERTA STUDENT EMPLOYMENT EXCHANGE PROGRAM

PRIORITY EMPLOYMENT PROGRAM (PEP)

SUMMER TEMPORARY EMPLOYMENT PROGRAM (STEP)

OPPORTUNITY CORPS

ALBERTA TRAINING PROGRAM

WHAT IS IT?

The Alberta Training Program provides financial incentives to private sector employers for training and skill development in order to upgrade the quality of Alberta's work force.

WHO MAY PARTICIPATE?

Current or new full-time permanent employees who are at least 16 years old, legally entitled to work in Canada and Alberta residents for the past six months, and working for a private sector employer operating in Alberta.

WHAT TYPE OF TRAINING QUALIFIES?

Full-time training that teaches new skills in either medium or high-skilled occupations. Training may take place on-the-job, in the classroom, or in a mixture of both settings.

WHAT FUNDING IS AVAILABLE?

A $25 per day grant for each employee receiving full-time training. Up to $500 per trainee to cover up to 50 per cent of approved tuition and/or the cost of hiring an external instructor.

WHERE MAY MORE INFORMATION BE OBTAINED?

Call the Alberta Career Development Centre nearest you.

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POST-SECONDARY INTERNSHIP AND TRAINING PROGRAM

... a part of the Alberta Youth Employment and Training Program.

Equipped with the latest in knowledge and training in their fields, post-secondary graduates can become a valuable asset to many businesses. If you are a recent post-secondary graduate, you may be eligible to gain valuable work experience through Post-Secondary Internship and Training (PSIT). The program provides wage and training subsidies to employers who create jobs.

WHAT FUNDING IS AVAILABLE?

Subsidies covering 50 per cent of an employee's wage to a maximum of $4 per hour for 26 weeks.

Up to $1,000 per employee to cover approved training costs.

WHO MAY PARTICIPATE?

Individuals unemployed and actively seeking work for 40 of the last 60 working days, or employed for a similar period in a position below their academic and experience levels.

Additionally, employees must be graduates of a two-year or more post-secondary program completed in the last 24 months. They must also be legally entitled to work in Canada and Alberta residents for the past six months.

WHAT JOBS QUALIFY?

Most jobs offering at least 32 hours of work per week in an area related to a post-secondary field of study. Jobs must not result in the layoff, dismissal or reduced work hours of existing employees.

WHAT EMPLOYERS MAY PARTICIPATE?

Private sector firms, municipalities, non-profit organizations, post-secondary institutions, Indian Bands, Metis Settlements, cooperatives and school and hospital boards.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you.

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ALBERTA VOCATIONAL TRAINING PROGRAM (AVT)

... helps Albertans increase their employability through academic upgrading and/or skills training. The program has several elements, including Student Support and Skill Enhancement.

STUDENT SUPPORT

WHAT IS IT?

This element of AVT provides grants for tuitions and training allowances of disadvantaged Albertans requiring academic upgrading or skills training. Courses last from four to 52 weeks and are offered either in approved institutions or on-the-job.

WHO MAY PARTICIPATE?

Participants must undergo vocational counselling PRIOR to enrolling in a program. Participants must also be:

- unemployed;
- unskilled;
- at least 18 years old;
- in need of financial assistance;
- ineligible for federal training programs; and
- Alberta residents for the past year.

Additionally, participants must have been out of school for at least one year or have completed Grade 12.

SKILL ENHANCEMENT

WHAT IS IT?

This component of AVT is designed to help unemployed Albertans skilled in low-demand occupations retrain or update their skills. This element provides grants and allowances covering costs of academic upgrading or training in designated occupations deemed to be in high demand or of potential demand in the future.

WHO MAY PARTICIPATE?

Participants must be:

- unemployed for 16 of the last 52 weeks or engaged in work unrelated to their major skill;
- skilled in a low-demand occupation;
- members of the labor force for three of the last five years;
- in financial need;
- Alberta residents for the past year; and
- must not have attended an educational institution full-time during the last two years.

Participants must FIRST receive vocational counselling.

FOR MORE INFORMATION:

Call the Career Development Centre nearest you.

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VOCATIONAL REHABILITATION FOR DISABLED PERSONS (VRDP)

... assists permanently disabled Albertans with vocational training in order to enhance their employment opportunities.

WHAT FUNDING IS AVAILABLE?

Depending on the individual situation, financial assistance may include: the cost of tuition, books and living allowances while attending school, as well as subsidized on-the-job training and the costs associated with workplace modifications necessary.

WHO MAY PARTICIPATE?

Albertans, 18 years of age or older, who have a permanent physical or mental disability which clearly prevents them from obtaining gainful employment. Applicants must not be enrolled at a post-secondary institution.

Participants must FIRST receive vocational counselling.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you.

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ALBERTA YOUTH EMPLOYMENT AND TRAINING PROGRAM

... youth work experience and training.

WHAT IS IT?

Youth Work Experience and Training assists out of school youths to obtain valuable full-time employment experience and develop job skills by providing wage and training subsidies, and career counselling.

WHAT TYPE OF TRAINING QUALIFIES?

Full-time training that teaches new skills or will aid in the transition to the work force. Training may take place on-the-job, in the classroom, or in a mixture of both settings.

WHO MAY PARTICIPATE?

Individuals who:

- are between the ages of 16 and 24;
- are currently unemployed and have been actively seeking full-time employment for 40 working days of the last 60 working days;
- are legally entitled to work in Canada and have been Alberta residents for the past six months.

Eligible employers are private sector employers, municipalities, hospital boards, post-secondary institutions, school boards, incorporated non-profit organizations, cooperatives, and Indian Bands and Metis Settlements.

WHAT FUNDING IS AVAILABLE?

Positions are funded on an equal cost shared basis (50 per cent) up to a maximum government contribution of $3 per hour for 26 weeks. Up to $1,000 is also available to cover approved training costs.

WHERE MAY MORE INFORMATION BE OBTAINED?

Interested individuals should contact their nearest Career Development Centre. In Edmonton or Calgary contact the Youth Employment Centre.

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THE EMPLOYMENT ALTERNATIVES PROGRAM

... creating new employment opportunities.

It's not easy finding a job when you've been out of the work force for awhile. If this applies to you, the Employment Alternatives Program (EAP) may provide the help you need. EAP helps individuals who lack recent work experience find employment by providing wage and training subsidies to employers who create jobs.

WHAT FUNDING IS AVAILABLE?

- Subsidies covering 60 per cent of the employee's wage to a maximum of $4 per hour for six months.
- Subsidies covering up to 75 per cent of formal training costs to a maximum of $1,000 per employee.

WHAT EMPLOYERS MAY PARTICIPATE?

Private sector employers operating in Alberta.

WHO MAY PARTICIPATE?

Social assistance recipients or individuals whose unemployment insurance benefits have been exhausted within the past year. Additionally, employees must be at least 16 years old, legally entitled to work in Canada and available for full-time work.

WHAT JOBS QUALIFY?

Most jobs offering at least 32 hours of work per week for six months. Jobs must not result in the layoff, dismissal or reduced work hours of existing staff.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you.

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THE ALBERTA INTERNATIONAL MARKETING EMPLOYMENT PROGRAM

... developing Alberta's export expertise.

As a recent post-secondary graduate interested in international sales, you may be able to gain valuable work experience through the Alberta International Marketing Program (AIME). The program helps private sector employers cover the cost of hiring an individual to help market their products and services abroad.

WHAT FUNDING IS AVAILABLE?

- Subsidies covering 50 per cent of an employee's salary to a maximum of $15,000 a year.
- Up to $3,000 a year to cover the employee's international travel and accommodation expenses.

The minimum funding period is 12 months; the maximum funding period is 24 months.

WHAT JOBS QUALIFY?

International marketing jobs offering at least 137 hours of work a month for at least 12 months. Jobs must not result in the layoff, dismissal or reduced work hours of existing staff. The program must not be used to fill a vacant position.

WHAT EMPLOYERS MAY PARTICIPATE?

Private sector firms and agricultural societies wishing to expand their international marketing activities or demonstrating the potential to establish new export markets.

WHO MAY PARTICIPATE?

Graduates of a related post-secondary program of at least two years' duration. Employees must be Alberta residents for the past six months and legally entitled to work in Canada.

FOR MORE INFORMATION:

Call the Alberta Career Development and Employment office nearest you or 422-0512 in Edmonton. Elsewhere in Alberta dial "0" and ask the operator for Zenith 22078.

Or write to:
Alberta International Marketing Employment Program
Alberta Career Development and Employment
17th Floor, Park Square
10001 Bellamy Hill
Edmonton, Alberta
T5J 3W5

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SPECIAL PLACEMENT WORK EXPERIENCE PROGRAM (SPWEP)

... provides wage subsidies to create work experience projects for disadvantaged individuals living in the Edmonton area.

WHO MAY PARTICIPATE?

Individuals who are physically, mentally or emotionally disabled and have been out of the labour force for an extended period of time; or who are 45 years of age or older and unemployed. Individuals must be registered with the Special Placement Program administered by the Alberta government's Personnel Administration Office. Additionally, employees must be residents of Alberta for the previous six months and be legally entitled to work in Canada.

WHAT FUNDING IS AVAILABLE?

Wage subsidies of $6 per hour.

FOR MORE INFORMATION:

Contact the Special Placement Work Experience Program, 4th Floor Kensington Place, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, telephone: (403) 427-7891.

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THE EMPLOYMENT SKILLS PROGRAM

... preparing for full-time employment.

The Employment Skills Program (ESP) is jointly administered by Alberta Social Services and Alberta Career Development and Employment. It is designed to provide employment, counselling and training to reduce dependency upon social assistance for a selected group of social assistance recipients.

The Employment Skills Program is a rehabilitation program which prepares social assistance recipients for full-time employment by providing them with on-the-job work experience and an opportunity to take part in formal training.

WHAT EMPLOYERS MAY PARTICIPATE?

Municipalities and the following types of publicly funded organizations are eligible to receive subsidies: school boards, post-secondary institutions, health authorities, hospitals, auxiliary hospitals, nursing homes, and family and community support services.

ELIGIBLE EMPLOYEES

Employees must be 16 years of age or older, current social allowance clients of Alberta Social Services and legally entitled to work in Canada.

WHAT FUNDING IS AVAILABLE?

Wage subsidies of $5.50 per hour plus formal training costs up to $1,000 per employee are offered. Wages cannot be topped-up under this program and employers must bear all other related costs.

WHAT JOBS QUALIFY FOR FUNDING?

Positions should provide training or career development opportunities for the employee. Jobs must provide at least 32 hours of work/training each week and the maximum length of funding is six months. An approved ESP position must not result in the lay-off or reduced work hours of existing staff.

FOR MORE INFORMATION:

Employers can call Alberta Career Development and Employment at 427-4740 in Edmonton. Employers outside of Edmonton can dial "0" and ask the operator for Zenith 22078 (toll free), or refer to their local phone book for the number of the nearest office of Alberta Career Development and Employment.

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QUEBEC/ALBERTA STUDENT EMPLOYMENT EXCHANGE PROGRAM

... meaningful work experience for Quebec and Alberta post-secondary students.

The Quebec/Alberta Student Employment Exchange provides summer employment for post-secondary students within Quebec provincial government departments. The intent of the program is to give students meaningful work experience related to their studies, enhance their second language skills, and give them the opportunity to experience the culture of another province.

WHO MAY PARTICIPATE?

Eligible employees must be legally entitled to work in Canada, residents of Alberta for the past six months, full-time students at a post-secondary institution, and planning to continue their studies at a post-secondary institution in the fall.

Additionally, they must have completed their first year at the post-secondary level of education and have a working knowledge or better of French (oral, written and comprehension).

WHAT FUNDING IS AVAILABLE?

Alberta students working in Quebec are paid by the Government of Quebec at a predetermined hourly wage rate, plus a percentage amount for vacation pay and benefits. Quebec may pay for students' accommodation and meal costs for the first several days or first week of their stay. Transportation costs to and from Quebec City are paid by the Alberta Government.

FOR MORE INFORMATION:

Call the Alberta Career Development Centre nearest you or 422-1184 in Edmonton. Elsewhere in Alberta dial "0" and ask for Zenith 22078.

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THE PRIORITY EMPLOYMENT PROGRAM

... gaining experience on the job.

The winter is characterized by a general slowdown in economic activity thus resulting in fewer jobs being created. The Priority Employment Program (PEP) is designed to create employment opportunities during the winter months (November through April) which provide individual Albertans with valuable work experience.

WHAT EMPLOYERS MAY PARTICIPATE?

Employers that are eligible to receive subsidies include municipal governments, non-profit organizations, and publicly funded organizations including hospitals, school boards and post-secondary institutions.

ELIGIBLE EMPLOYEES

Employees must be 16 years of age or older, a resident of Alberta for the past six months, unemployed, and legally entitled to work in Canada.

WHAT FUNDING IS AVAILABLE?

Wage subsidies of $4.50 per hour plus an additional 10 per cent to help cover the cost of employee benefits are offered. Employers are encouraged to top-up wages.

WHAT JOBS QUALIFY FOR FUNDING?

Employers are encouraged to create jobs which provide meaningful work experience and career development opportunities for the employee. Jobs must be new and provide at least 32 hours a week for a minimum of eight weeks. Jobs must not be filled until the employer's PEP application is approved and the approved position must not result in the lay-off or reduced work hours of existing staff.

FOR MORE INFORMATION:

Employers can call Alberta Career Development and Employment at 427-4740 in Edmonton. Employers outside Edmonton can dial "0" and ask the operator for Zenith 22078 (toll free), or refer to their local phone book for the number of the nearest office of Alberta Career Development and Employment.

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THE SUMMER TEMPORARY EMPLOYMENT PROGRAM

... a possible first step in launching a career.

During the summer many Albertans, especially students, need career related jobs or work experience opportunities.

The Summer Temporary Employment Program (STEP) is designed to generate summertime employment by providing employers with a financial incentive to hire unemployed Albertans during the months of May, June, July and August.

WHAT FUNDING IS AVAILABLE?

Wage subsidies of $4.50 per hour plus an additional 10 per cent to help cover the costs of employee benefits are offered. Employers are encouraged to top-up wages.

WHAT EMPLOYERS MAY PARTICIPATE?

Employers that are eligible to receive subsidies include municipal governments, non-profit organizations, post-secondary institutions, Indian bands and Metis Settlements, and publicly-funded agencies such as hospitals or school boards.

WHAT JOBS QUALIFY FOR FUNDING?

Jobs will qualify for either four months or two months of funding. Positions which provide the employee a career learning opportunity may qualify for four months of funding between May and August. Positions which require basic job skills and which are labour intensive are eligible for two months of funding during July and August.

In addition, jobs must be new and provide at least 32 hours of work per week for minimum of four weeks. Jobs must not be filled until the employer's STEP application is approved and the approved position must not result in the lay-off or reduced work hours of existing staff.

ELIGIBLE EMPLOYEES

Employees must be 15 years of age or older, a resident of Alberta for the past six months, unemployed, and legally entitled to work in Canada.

FOR MORE INFORMATION:

Employers can call Alberta Career Development and Employment at 427-4740 in Edmonton. Employers outside Edmonton can dial "0" and ask the operator for Zenith 22078 (toll free), or refer to their local phone book for the number of the nearest office of Alberta Career Development and Employment.

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OPPORTUNITY CORPS

... prepares, trains and assists Albertans to develop skills required to move from a condition of dependency upon government to self-sufficiency.

Operating primarily in selected northern communities, the program includes work activity projects, life skills training and a variety of short courses.

HOW DOES IT WORK?

Program participants are paid an hourly wage under the same conditions as they would in regular employment. As the trainee acquires new skills and progresses in the Corps program, the wage is adjusted to reflect increased competence and productivity.

The program operates year-round in 14 centres. Trainees are involved in work activity projects. These projects are sponsored by local communities and not-for-profit organizations, and must provide valuable work experience and significant benefit to the community. The program stresses individual development by providing a realistic employment situation in which jobs skills, general employment training and life skills are required. Most trainees stay in the program from eight to 12 months, after which time staff help them to find jobs or access further training programs.

WHO MAY PARTICIPATE?

The Opportunity Corps is designed for those individuals who lack sufficient skills to either gain employment or to enter more formal training programs.

Applicants should be:

- at least 17 years of age, residents of Alberta for the past six months, and legally entitled to work in Canada;
- out of school for at least one year and have been unable to either gain or hold employment; and
- lacking many of the basic life and work skills required to function in either employment or further training programs.

FOR MORE INFORMATION:

Call the Career Development Centre nearest you.

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INFORMATION AND SERVICES

Information and assistance may also be obtained by calling the Career Information Hotline. Simply dial "0" and ask the operator for Zenith 22140. Edmonton residents are asked to call 422-4266